

K01 Application Process Options

Option 1:

Submit an online application at www.wahealthplanfinder.org Be sure to include the entire household's information. ***On the Additional Screening Questions page, answer yes to question that asks if anyone in the household needs long-term care and indicate that the child is residing in a hospital setting.***

Send a follow-up email to K01Applications@dshs.wa.gov and provide the following information:

- Name of the Head of household and DOB.
- Name and DOB of the child applying.
- Date admitted to the hospital and date expected to discharge (if known).
- Your contact information
- Signed client release or AREP form if the client wants us to be able to discuss the application with you.

Note: By submitting the online application, DSHS can ensure that coverage is looked at for all household members and enables us to open continued coverage for the child at discharge. If the child is eligible for MAGI Medicaid in the Washington Healthplanfinder, no additional information is needed.

Option 2:

Mail a completed HCA 18-001 form to DSHS-ALISA, PO Box 45826, Olympia, WA 98504 along with the attached cover sheet so the HCS imaging unit knows to assign the application to the LTC specialty unit. This will ensure that applications are sent directly to the unit for expedited processing. These applications are also forwarded to the Health Benefit Exchange to ensure Medicaid is considered for all household members.

Note: ***Do not*** mail applications or fax applications to the CSD imaging unit. HCA 18-001 applications that are sent to the Community Services Division and not to HCS are sent directly to the Health Benefit Exchange for processing and are not imaged to the LTC specialty unit to work.

Option 3: (effective January 1st, 2014)

Fax to 1-855-635-8305. This is a direct fax number to the HCS imaging hub. Fax applications with a K01 cover sheet directly to our imaging hub for processing (will be forwarded to the Health Benefit Exchange as well). Please also follow up with an email to the email inbox K01Applications@dshs.wa.gov if the case needs urgent processing.